



Norfolk Community Services Board

248 W. Bute Street
Norfolk, VA 23510-1404
Job Line (757) 441-1100
Office (757) 441-5300, FAX (757) 441-5301
Internet: <http://www.norfolkcsb.org>

INSTRUCTIONS:

Enter information into fields, using the Tab key to move to subsequent fields or use shift + Tab to move backwards.
When completed, **print** the form and fax to our Human Resources office - (757) 441-5301.

APPLICANT INFORMATION FORM

PERSONAL INFORMATION

Date: _____

Position Applied For _____ Position # _____

Name _____ Social Security # _____
Last First Middle

I have submitted: ☐ Web Application ☐ Faxed/Mailed Application ☐ Resume

I am: ☐ Male ☐ Female

Please check the block for the racial or ethnic group with which you identify:

- ☐ White, Caucasian
☐ Black, African-American
☐ Spanish/Hispanic/Latino
☐ American Indian or Alaska Native
☐ Asian/Pacific Islander/Indian
☐ Other, please indicate race/ethnicity: _____

Please check the block(s) corresponding to how you found out about this employment opportunity:

- ☐ Norfolk CSB Human Resources Office
☐ Newspaper advertisement
☐ Friend/relative
☐ Outreach program
☐ Norfolk CSB employee
☐ Internet
☐ Job Fair

GENERAL INFORMATION

1. The Norfolk CSB accepts applications for open positions only.
2. A separate application is required for each position for which you wish to apply. A photocopy of the application will be accepted. Each application must contain an original signature.
3. Resumes may be attached to applications, if desired.
4. Current vacancies are generally advertised in the Sunday classified section of the Virginian Pilot, on the Internet at www.norfolkcsb.org/current_position_notices.htm and on our 24-hour Job Line at (757) 441-1100.
5. Employment opportunities are posted on the bulletin board located in our main administrative office located at 248 W. Bute Street, Norfolk, VA 23510.

6. Applications are available from our main administrative office located at 248 W. Bute Street, Norfolk, VA 23510 and online.
7. Applicants can apply on-line by visiting our website at <http://www.norfolkesb.org>
Applications/resumes must be received by our Human Resources office by the closing date listed in the position announcement.
8. Applicants are responsible for copying any documentation to be included with the application. Documents attached to an application become a permanent part of the record and are not returned.
9. DMV Records - some positions require a current copy of your Division of Motor Vehicles driving record. This record must be current (within the last 30 days) and should accompany your application. Applications/resumes without the required record check will not be considered.
10. Clerical Testing -some positions require a clerical testing. Typing test results will be accepted from the Virginia Employment Commission, an accredited high school, community college, university, vocational school or adult learning or skill center, a temporary employment firm or a test administered by other cities, counties, states or federal government personnel offices and must not be more than one year old. Typing test results must be on the letterhead of the testing agency and be dated and signed by the test administrator. The full name of the test administrator and telephone number must be printed or typed on the results. The results must state the total words per minute (wpm) and number of errors or the total corrected wpm score. Applications/resumes without the required verification will not be considered. Additional clerical testing may be required dependent upon the requirements of the position applied for.
11. Applicants may be required to provide a copy of a diploma, degree or any certification claimed on the application.
12. Applicants selected for interview are generally contacted via telephone.
13. Applications for those not selected are kept on file only for the life of the vacancy.
14. Applicants are not automatically considered for future vacancies. Should you become aware of another position for which you wish to apply, you must submit an application for that vacancy.
15. The Norfolk CSB may conduct pre-employment drug screenings.